

PREPARING FOR YOUR MOVE TO GMAIL

Summary

- Remove messages and contacts that are outdated or no longer relevant.
- Shorten long folder names and collapse deeply nested folder structures. Nested folders (subfolders) in GroupWise are translated as nested labels in Gmail, but there is limited space to display them.

What **will not** migrate:

- Out of office message: copy and save into a Word file. You can quickly rebuild it in Gmail.
- Contents of Trash and Spam/Junk folders.
- GroupWise rules

What **will** migrate:

- Email messages
- Personal contacts
- Email signatures
- Calendar events

Step-by-Step: Before migration

- Are there email messages you will no longer need? Take a look at your existing mail storage; there may be messages that are outdated, or are no longer relevant. You may, for instance, have many system-generated notifications that can be discarded with no impact to any business processes. The more you can reduce your mail storage, the faster your messages can be migrated.
- Are there contacts you no longer need? Take a look at your existing list of contacts in GroupWise. Delete the ones that should not be migrated into Gmail.
- Look for messages with large attachments. They tend to be the ones that slow down migration the most, so think twice before deciding to bring them over to Gmail. You can save attachments as documents.
- Remove any special characters from folder names to ensure a smooth transfer. Special characters include: @!#\$%^&*
- Contents of Trash and Spam/Junk folders will not be migrated. If you need anything from those folders, move it to your inbox or another folder. Double-check your Trash and Spam folder to make sure it doesn't contain any relevant email that needs to be saved. Once you have done this, empty the folders.
- Nested folders in GroupWise are translated as nested labels in Gmail. It is generally a good idea to shorten your folder names and collapse a deeply nested folder structure.

- If you have an out of office message, copy it and save it separately in Word. Once you go live in the new environment, you can copy and paste it manually.
- Print out a copy of your recurring events – they will migrate in Calendar, but there may be issues. Best practice is to re-create them in Google.